N4
LOGISTICS

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Agenda

- Government Travel Credit Card (GTCC)
- Government Purchase Card
- CNI

GTTC

- APCs were required to identify accounts that have not had any activity within the last year.
- RC-MA delinquency rate is currently 6.5%. We need to further reduce to 4% by year's end.
- The salary offset process will be used to pay delinquent accounts over 90 days but less than 210 days.
- Ensure notification and documentation of delinquent members. Use the Minimum Essential Task List(METL).
- Split-pay is now mandatory.
- Apply appropriate management pressure on the delinquent few - get them on payment programs.

PURCHASE CARD

- The Approving Official (AO) has 5 calendar days to certify the invoice from the time it changes from “interim” to “new” status.
- Cardholders should check Citidirect daily to reallocate Lines of Accounting (LOA’s).
- When reallocating, cardholders should ensure they have correct LOA’s. If you are not sure, call or e-mail REDCOM N41.
- If you have multiple card holders, all statements must be certified at the same time. Otherwise, your invoice will not pay promptly.

CNI Basics

- Commander, Navy Installations (CNI) assumed responsibility for installation management on 1 Oct 03 from 8 existing commands.
- Assumed responsibility for all Class I and II property.
- Consolidates shore installation management (SIM) funding responsibility into one single claimant.
- Provides singly focused installation manager.
- CNI provides Base Operating Support (BOS) funds
- CNRF/CNRFC/REDCOM provides mission funds

CNI Responsibilities

- Centralized facilities management & BOS funding.
- **No BOS $$ @ DIRFACS/REDCOM/RESCENS**
- FY04 funding is fenced, no REDCOM involvement.
- All facilities related contract & utility funding documents generated at CNI.
- Invoices paid by CNI with BOS $$ for:
  - Utilities, telephones (except cell phones), Vehicles
  - Pest Control, Janitorial, Grounds Maintenance, Snow Removal, Refuse Removal Contracts
  - Service Contracts through EFA/EFD/ROICC
  - ISSAs & Reimbursable Funding

DIRFAC Responsibilities

- DIRFAC was assimilated by CNI 1 Oct
- Assess activity deficiencies
- Prioritize projects, assist with scope & specs
- Interface with CNI financial on budget & project funding
- Provide emergency & self help support
  - Designated CNI Purchase Card holder
  - Emergency service call POC
  - Provide self help supplies – light bulbs, paint, misc small ticket items

RESCEN Responsibilities

- Notify vendors of billing address change
  "CNI, P.O. Box 2545, Arlington, VA 22202"
- Provide DIRFAC with list of emergency service providers
- Call in emergency service requirements to DIRFAC
- Assist in the identification of deficiencies to DIRFAC
- Notify DIRFAC immediately of contractor problems
- DO NOT procure building supplies utilizing your OPTAR funds, call DIRFAC for support
- DO NOT authorize contractors to perform any work or provide services. This can only be authorized by the EFA contracting officer of the DIRFAC purchase card holder.

Logistics “Take-Aways”

- CNI – REDCOM N4 is your primary POC for problem resolution.
- Purchase Card - Certify your invoices on time.
- Travel Card - Encourage timely settlement of travel claims. Split Pay is mandatory! Watch for, document, and notify delinquent members and their CO’s. Apply appropriate management pressure on the delinquent few.